



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Office of Air Quality Planning and Standards
Research Triangle Park, North Carolina 27711

July 6, 1998

MEMORANDUM

SUBJECT: National PM_{2.5} Sampler Procurement Contract Orders - June 1998

FROM: J. David Mobley /s/ J. David Mobley
Deputy Director, Emissions, Monitoring, and
Analysis Division (MD-14)

TO: Acting Director, Office of Environmental Measurement and Evaluation, Region I
Director, Division of Environmental Planning and Protection Division, Region II
Director, Environmental Services Division, Region III
Director, Air, Pesticides, & Toxics Management Division, Region IV
Director, Air and Radiation Division, Region V
Acting Director, Multimedia Planning & Permitting Division, Region VI
Director, Environmental Services Division, Region VII
Director, Air Program, Region VIII
Director, Air Division, Region IX
Director, Office of Air Quality, Region X

This memorandum provides you with information on our orders placed on June 18, 1998, for the single channel and sequential FRMs available from the National PM_{2.5} Sampler Procurement Contract. This information supplements my memorandum of May 11, 1998 which discussed the orders placed in April, unit prices for these samplers, and other ordering information.

Ordering and Delivery Schedules:

The delivery schedule for the sequential and single channel FRMs ordered on June 18, will be made in September and October. The following "Delivery Orders" table includes information on what types of samplers were ordered, by State and by shipping address, and when deliveries have been scheduled. If your State/local does not receive their samplers from their vendor within the month shown on this schedule, please contact Vickie Presnell by E-mail immediately.

Delivery Orders - Graseby Anderson

State	City on Shipping Address	# Single Channels Ordered	Delivery Months for Single Channel Samplers	# Sequential Samplers Ordered	Delivery Months for Sequential Samplers
Alabama	Montgomery	0		16	10 in Sept. 6 in Oct.
Arizona	Sacramento, CA (deliver to CARB)	5	3 in Sept. 2 in Oct.	9	5 in Sept. 4 in Oct.
California	Sacramento, CA	0		78	42 in Sept. 36 in Oct.
Delaware	New Castle, DE	0		7	5 in Sept. 2 in Oct.
District of Columbia	D.C.	0		3	3 in Sept.
Georgia	Atlanta, GA	0		29	16 in Sept. 13 in Oct.
Hawaii	Sacramento, CA (deliver to CARB)	0		7	7 in Sept.
Illinois	Maywood, IL (for Cook County)	0		9	6 in Sept. 3 in Oct.
Illinois	Springfield, IL	4	4 in Sept.	19	19 in Sept.
Maryland	Baltimore, MD	0		15	12 in Sept. 3 in Oct.
Massachusetts	Lawrence, MA	0		22	19 in Sept. 3 in Oct.
Minnesota	St. Paul, MN	0		19	19 in Sept.
Nevada	Las Vegas, NV	0		5	5 in Sept.
Nevada	Reno, NV	0		2	2 in Sept.
New Hampshire	Concord, NH	3	3 in Sept.	8	8 in Sept.
Ohio	Columbus, OH	0		20	12 in Sept. 8 in Oct.

Ohio	Cincinnati, OH	0		9	5 in Sept. 4 in Oct.
Ohio	Cleveland, OH	0		8	8 in Sept.
Ohio	Akron, OH	0		10	8 in Sept. 2 in Oct.
Pennsylvania	Philadelphia	0		5	5 in Sept.
Rhode Island	Providence, RI	0		7	7 in Sept.
South Dakota	Pierre, SD	0		9	9 in Sept.
Tennessee	Knoxville, TN	0		4	4 in Sept.
Tennessee	Nashville, TN	0		4	4 in Sept.

Contacts & Follow-Up:

We have received several specific questions on what a State or local agency should do in the event that one or more of their FRMs does not operate properly. To help in answering these questions, we have updated the information contained in William F. Hunt, Jr.'s memorandum of February 19, 1998 for follow-up activities, related to the orders from the National PM_{2.5} Sampler Procurement Contract, and attached a copy. This information is also available electronically on our Internet site <http://www.epa.gov/ttn/amtic/amticpm.html> under the National Monitor Procurement area.

Specific contacts for these sampler purchases include:

Vickie Presnell, Project Officer, (919) 541-7620, E-mail presnell.vickie@epa.gov
 Lee Ann Byrd, DOPO for sequential and single channel samplers,
 (919) 541-5367, E-mail byrd.lee@epa.gov.

Sampler Procurement for FY99:

Several State and local agencies, expressing concern about receiving samplers from the vendor of their choice, have decided not to participate in ordering from this national contract in FY98. This situation does not change for FY99, and we will not be able to promise any agency that they will receive any particular vendor. We encourage you to discuss this fact with your State and local agencies early in the budget process, and to determine if your State and local agencies will want to participate in FY99. Our office will communicate with you through the weekly conference calls between the Regional and OAQPS monitoring contacts about the time frame for making decisions and processing orders for the next year. As necessary, we will transfer grant funds from the national tap to the Regions for any State or local agency who does not want to order from this national contract.

For reference in your discussions with your State and local agencies, all orders will be placed based on the decision criteria described in the national contract. These criteria include: 1) type of sampler; 2) designation status (only designated FRM/FEM sequential and single channel samplers will be ordered); 3) past/current performance; 4) contractor conflict of interest; 5) contractor manufacturing capacity; 6) contract minimums (36 for sequential samplers and 17 for single channel samplers); 7) small business set-asides (a percentage of the total order by sampler type for a specific ordering period); 8) and price.

If you have any questions, please do not hesitate to call or E-mail Lee Ann Byrd at (919) 541-5367, byrd.lee@epa.gov. Thank you for your support in this effort.

cc: Deputy Director, Office of Ecosystem Protection, Region I
Director, Division of Environmental Science and Assessment, Region II
Director, Air Protection Division, Region III
Director, Science & Ecosystems Support Division, Region IV
Director, Air, RCRA, and Toxics Division, Region VII
Director, Office of Environmental Assessment, Region X
Regional Office PM Monitoring Contacts
J. Bachmann
L. Byrd
K. Cox, CMD
MQAG Staff
D. Guinnup
B. Hunt
J. Paisie
V. Presnell
R. Scheffe
J. Seitz
S. Shaver
I. Spons
L. Wegman

Attachments

Steps for Utilizing the National Procurement - June 12, 1998 revision

Introduction Steps need to be put in place to assure compliance with applicable assistance and acquisition requirements as they relate to the use of the National Procurement.

Steps to follow Adherence to the steps below is essential to assure timely ordering, delivery and acceptance of equipment, as well as contract payment.

Step	Action
1	Forward standardized form (attachments A, B, C, and D) for placing equipment orders and identifying the recipient's point of delivery information to: Vickie Presnell (MD-14) EPA/OAQPS/EMAD Research Triangle Park, NC 27711 Fax Number: 919/541-2357 Phone Number: 919/541-7620 Presnell.Vickie@epa.gov RESPONSIBLE PARTY: Regional Monitoring Contacts
2	Finalize delivery order information, based on form received from the Regional Monitoring Contacts RESPONSIBLE PARTY: OAQPS PO
3	Submit sampler delivery information to the Regional Monitoring Contact, including monthly delivery schedules by shipping address. This ordering information will be posted to the Internet site at www.epa.gov/ttn/amtic/amticpm.html under the National Sampler Procurement section. RESPONSIBLE PARTY: OAQPS PO
4	Notify recipient of order placement, delivery date, cost, and acceptance criteria (see Attachment E for a copy of the acceptance criteria to be forwarded to the recipient) . RESPONSIBLE PARTY: Regional Monitoring Contacts

5	<p>Follow up with recipient to assure equipment has been received by the delivery date and remind them of the need to perform acceptance testing.</p> <p>RESPONSIBLE PARTY: Regional Monitoring Contacts</p>
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Steps for Utilizing the National Procurement for Monitors - What to do if you have a problem.

Step	Action
6	<p>Notify OAQPS via electronic mail, if States do not receive equipment on delivery date at presnell.vickie@epa.gov, or by fax at 919-541-2357 or 919-541-1903.</p> <p>RESPONSIBLE PARTY: Regional Monitoring Coordinator</p>
7	<p>Complete sampler acceptance testing within 10 days of order receipt, and forward the completed acceptance/rejection form-- either electronically or as hard copy to Vickie Presnell, OAQPS (presnell.vickie@epa.gov, fax 919-541-2357 or 919-541-1903) with a copy to the Regional Monitoring Contact.</p> <ul style="list-style-type: none"> - If a State/local agency receives samplers in damaged shipping containers, they should immediately contact OAQPS, their Regional Monitoring Coordinator, and the vendor. Please do not open these damaged shipping containers until hearing from the vendor, as the vendor may want to inspect this damage. - If a State/local agency finds that their sampler does not operate properly during the acceptance testing period, they should reject the sampler on the "Acceptance and Testing Criteria" form, describing the problem as well as possible. This should be forwarded as indicated above to Vickie Presnell. <p>-Note: In some cases, accessories may be shipped separately from the samplers. A separate acceptance form for these accessories is now available and should be submitted as soon as possible after receiving the accessories, but no later than 10 days after receipt.</p> <p>RESPONSIBLE PARTY: Grant Recipient</p>

8	<p>Any performance problems encountered within 1-year after acceptance of equipment should be reported immediately to Vickie Presnell electronically (presnell.vickie@epa.gov) or by fax (919-541-2357 or 919-541-1903). Each sampler is covered by a 1-year warranty.</p> <ul style="list-style-type: none"> - Performance problems after the 1-year warranty has expired should be handled by the State/local agency and the vendor. The national contract does cover “latent defects.” If a State/local agency thinks that their sampler issues may be covered by this clause, they should forward their concerns to their Regional Monitoring Coordinator and/or Vickie Presnell. <p>RESPONSIBLE PARTY: Regional Monitoring Coordinator</p>
9	<p>Send electronic notification to Regional Grant Specialist that all in-kind assistance associated with the grant has been provided so that portion of the grant can be closed out.</p> <p>RESPONSIBLE PARTY: Regional Grant Project Officer</p>